

CITY OF TEMPE

Part-Time Employment Opportunity

Community Services Department • Arts & Culture Division • 3340 S. Rural Road • 480-350-5224 • www.tempe.gov/Vihel

Arts Office Assistant (Arts and Culture Division –Edna Vihel Center)

Closing Date: March 20, 2017

Hourly Wage: \$14.00-\$15.00 per hour

Work Schedule: 19.5 hours a week with flexible days Monday–Friday (1-6pm), and optional Saturdays (8am-5pm)

This is a non-benefitted position.

The Arts Office Assistant position works at the front desk of the Edna Vihel Center on Rural Road and Southern Avenue. We are seeking an assistant to help with administrative duties, class registration, accounting and marketing for the arts education programming. This role requires customer service skills, creativity, attention to detail, and project management skills.

Education and/or Experience:

Requires comprehensive computer skills; Responsible clerical experience including public contact; Related professional experience and/or completed course work in the visual arts, performing arts, arts education, communications, public relations, or marketing.

Essential Job Functions:

- Assist Arts Education Coordinator with the implementation of all arts education programming and registration, front desk coverage, and Edna Vihel facility operations.
- Assists customers and patrons by answering questions related to the art education programming; processing registrations, scholarships, refunds and payments
- Assist instructors with classroom set-up, printing rosters, ordering supplies, reminder calls to patrons, collecting and compiling patron surveys
- Establish and maintain filing systems and financial reports; perform record keeping and track budgets for various programs. Compile and organize data for financial, operational and special project reports
- Regularly update and maintain website content. Assist with creating content for social media posts, press releases, fliers, marketing materials to promote and market arts education programming
- Good written and verbal communication skills. Respond to inquiries from public, city staff, and arts instructors via telephone, e-mail, written correspondence.
- Ability to work on multiple concurrent projects and demonstrate effective time management and organization skills. Initiative and self-starter skills are essential.

Applicant Requirement: Requires successful completion of selection process, completion of background investigation and verification of identity/work authorization.

Email Resume and Application to: Lona_Gearhart@tempe.gov

An equal opportunity/reasonable accommodation employer